

EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH



ASSISTANT CITY CLERK OFFICE OF THE CITY CLERK

The City of Long Beach is seeking an experienced and innovative manager to serve as the Department's Assistant City Clerk.



THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen

Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and Gas & Oil Department is one of only three cities in California with its own Health Department. Long Beach is supported by a total FY 2015-16 budget of approximately \$2.7 billion, with the General Fund budget totaling \$412 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



OFFICE OF THE CITY CLERK

The Office of the City Clerk facilitates the democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. We act as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown

Act, and the Public Records Act. The City Clerk manages public inquiries and relationships and arranges for ceremonial and official functions. The Department maintains a staff of 16 employees, and has an operating budget of \$2.9 million.

THE POSITION

The Assistant City Clerk is an at-will management position that reports directly to the City Clerk. This highly responsible position serves as the department's business and operations manager and elected official liaison in partnership with the City Clerk. This position has three direct report managers who are over the three Bureaus of the City Clerk's Office. Through subordinate managers, this executive will be responsible for management of the following areas:

- Administrative support including budget, financial, accounting, contracting, and human resources;
- Legislative support for standing City Council and Committee meetings;
- Conduct of City of Long Beach municipal elections; and
- Administrative support of Citywide records including retention and destruction policy, records center management, and preserving the City's history through the City's Historical Archives.

The Assistant City Clerk will foster highly productive work teams within the Department to ensure that services, projects and initiatives are timely and successfully supported or implemented; identify best practices for enhancing service delivery to customers, including elected offices, City Departments, and the public; manage the department's performance metrics and reporting to the Mayor and City Council; and be the acting City Clerk on behalf of the presiding City Clerk, as needed.

THE IDEAL CANDIDATE

The ideal candidate will have served in a management position in a medium to large organization; have extensive experience communicating and collaborating with multiple agencies and elected officials; developed and successfully implemented business and strategic plans; knowledgeable of performance metrics and program evaluation; strong writing and research skills; excellent communicator; and demonstrated a strong customer service orientation.

In addition to management expertise, the ideal candidate will be a strong manager who will lead by example. He or she will be detail oriented, hands-on, capable of adhering to multiple deadlines in a fast-paced work environment, while maintaining effective working relationships at all levels of the organization. The successful applicant will be expected to pass a comprehensive criminal and occupational health background investigation and must possess a valid California Driver License by date of appointment.

Experience + Education

1. B.A./B.S. degree or higher from an accredited college or university. A Masters in Public Administration, Business Administration, Communications, Information Technology or certification as a Certified Municipal Clerk (CMC) or higher is highly desired.
2. Five years of full time paid professional experience in business or government leading collaborative efforts, handling strategic planning, communications, performance metrics and program evaluation with at least three years in a management or supervisory capacity. Public sector experience and experience working in elections and with elected officials is highly desired.

Professional Attributes: The attributes that best describe the new Assistant City Clerk:

- Highly organized, multi-tasker
- Participative and inclusive management style
- Self-motivated
- Effective negotiator
- Results oriented
- Direct communicator with superior interpersonal skills
- Ethical with a high level of integrity
- Embraces ideas and contributions from others
- Dedicated to quality service
- Creative, strategic thinker
- Strong project management / technical skills
- Exercises good judgment

SALARY + BENEFITS

The salary range for this position is \$110,000 - \$130,000 and **appointment** is commensurate with work experience. The City's compensation package also encompasses an attractive executive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Transportation Allowance**
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.

APPLICATION PROCESS

This recruitment will close at **5:00 p.m. on Friday, June 10, 2016**. To be considered for this opportunity, applicants must submit an online application, including resume and letter of interest that reflect the scope and level of their current/most recent positions and responsibilities, and complete the Supplemental Questionnaire. The responses to the Supplemental Questionnaire must be submitted with your online application in Word or PDF format to <http://agency.governmentjobs.com/longbeach/default.cfm>.

The City anticipates inviting a smaller group of finalists for an interview with an appointment anticipated no later than August 2016, following the completion of thorough reference, criminal background, and occupational health checks. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

This information is available in an alternative format by request to the Office of the City Clerk at (562) 570-6101. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or call (562) 570-6101.